

INSTRUCTIONS: File submission to MSU Office of Risk Management and Insurance

Use the FileDepot web application to send electronic files (contracts, schedules and other documents) to Risk Management. PDF, Word and Excel files are preferred.

Files may be submitted before or after you submit a web-based request form for a Certificate of Insurance.

- Navigate to the [FileDepot](https://filedepot.msu.edu/) website (https://filedepot.msu.edu/).
- Click Login button.
- Enter your MSUNetID login information and click the Login button.
(The FileDepot Home page is displayed.)
- Click **Drop off** button.
- On Information about the Sender page – no changes, click **Next** button.
- On Drop off page, enter file information:
 - To (recipient) – click green Plus Sign button, enter Name “Risk Management”, Email riskmgmt@msu.edu, and click **Add Recipient** button.
 - Short note – optional comments about files being submitted or other information
 - Choose File(s) – browse and select one or more files to submit.
 - Click **Drop off Files** button.
The Drop Off Summary page is displayed when your submission is completed.
You will receive an email confirmation.

To view your FileDepot activities:

- View a summary of your file submission on the displayed Drop Off Summary page.
Pickup date/time and comments are displayed when Risk Management picks up your file(s).
- View all files you have uploaded – click **Inbox link**.
 - Click a Claim ID to view the Drop Off Summary and pickup status.
 - Click **Delete Dropoff** button to remove the file submission from FileDepot.
 - Click **Resend Dropoff** button to send the submission again – no information can be changed.
You will receive an email confirmation.
- View all files sent to you – click **Outbox link**.